

English Learner Advisory Committee (ELAC)

School: Muscatel Middle School

Date: Sept 28, 2021

Agenda 1

1.0 Flag Salute and Call Meeting to Order—Time: _____ By _____

2.0 Welcome/Introductions

3.0 Approval of Agenda and Minutes

3.1 Agenda approved by: _____

3.2 Seconded by: _____

3.3 Vote: _____

3.4 Minutes approved by: _____

3.5 Seconded by: _____

3.6 Vote: _____

4.0 Review Annual EL Meeting Items (including UCP)

4.1 Rationale for Establishing the ELAC

The Major Function of the ELAC- The purpose of the ELAC is to advise the principal and staff on programs and services for ELs and the SSC on the development of the SPSA including LCFF/LCAP Priorities

- SPSA Advice – ELD Action Plan

EL Funding

3.2 Training - The ELAC also advises/assists the school principal and staff on the following tasks:

- The school's program for English Learners
- The development of the Single Plan for Student Achievement (SPSA)
- The school's needs assessment
- The school's annual language census CALPADS Primary Language Report
- Efforts to make parents aware of the importance of regular school attendance

3.3 Training:

- Review the Roles and Responsibilities of ELAC members
- Review the Roles and Responsibilities of ELAC officers

5.0 ELAC Members and/or Officer Elections – (REQUIRED: Prior notification to **ALL** parents of **EL students** before elections occur)

- Nominate and elect ELAC members – (Only parents of **ELs** may vote)
- Nominate and elect ELAC officers: Chairperson, Vice-Chairperson, Secretary,
- Two official DELAC representatives and Two DELAC alternates

○ President

▪ Nominated: _____

▪ Seconded: _____

▪ Vote: _____

○ Vice President

▪ Nominated: _____

▪ Seconded: _____

▪ Vote: _____

○ Secretary

▪ Nominated: _____

▪ Seconded: _____

- Vote: _____
- DELAC Members (need 2 reps)
 - Nominated #1: _____
 - Seconded: _____
 - Vote: _____
 - Nominated #2: _____
 - Seconded: _____
 - Vote: _____
- DAC Member
 - Nominated: _____
 - Seconded: _____
 - Vote: _____

7.0 Overview of school instructional program

- Analysis of student data
 - Analysis of EL student data
 - Designated and Integrated ELD

8.0 Discuss and confirm ELAC Meetings dates and times

Suggested dates for the *week of*:

November 16, 2021

January 25, 2022

February 22, 2022

10.0 Public Comments/Opportunity to discuss other school issues and programs

11.0 Adjournment Time: _____